

**TOWN OF GRANBY
ATHLETIC FIELDS AND SPECIAL PROJECTS BUILDING COMMITTEE
MEETING MINUTES
APRIL 3, 2012**

PRESENT: Ronald Durej, Benjamin Perron, James Sansone, and David White. Jim Lofink arrived late.

OTHERS PRESENT: B. Scott Kuhnly, BOS Liaison; Dr. Patricia Law, Granby Memorial High School Principal; Tom Steinke, BOE Facilities Manager, and John Stewart, CR3 Site Planning Landscape Architecture

Chairman Durej confirmed a quorum and the meeting of the Athletic Fields and Special Projects Building Committee was called to order at 7:00 p.m.

PUBLIC

No public addressed the Committee.

MINUTES

The Committee reviewed the minutes for the meeting of March 20, 2012 before taking action. It was noted on page two, sixth dot point should be deleted because it is not part of this project.

ON A MOTION by Ben Perron, seconded by David White, the Committee voted (4-0-0) to approve the minutes of March 20, 2012 as amended.

REVIEW RESPONSE FROM BOE/BOS REGARDING OVERALL PROJECT SCHEDULE

Dr. Law distributed a document with an end of fall 2012 construction start date, a schedule of the spring sports, and the location where the games will be played. The preference would be to begin construction on or about November 14, 2012 and having the last field put in place, be the softball field. She met with the Park and Recreation Department and they indicated they would share use of the fields during the construction phase of the playing fields.

There is concern of the placement of the track and bleachers because of the sun direction and this will be brought up again at a later date. The removal of sand in the play area could be revenue for the project; however, it may not be advantageous because of the Department of Environmental Energy Protection rules and regulations.

The Committee asked Dr. Law about input from the spring coaches on track preferences, placement location of the playing fields, different types of artificial turfs, and stadium seating. She will ask them and get back to the Committee. She did indicate that the spring coaches asked for a fast turf type as opposed to slow turf type. It was commented that the eight lane-straight track needs to be located next to the bleachers.

ON A MOTION by Jim Lofink, seconded by Ben Perron, the Committee voted (5-0-0) to accept the recommendation to use a fall construction start date (breaking of the ground).

DISCUSS DESIGN SERVICES/CONTRACTOR OPTIONS

David White checked references for CR3 and received one phone call back. He reported the Town of Waterford gave high marks; they stated that CR3 are thorough and easy to work with, and their project included five sport field/tracks like Granby's.

A discussion was held about engaging a design build contractor or a landscape architect. It was decided to wait and see what types of RFPs are received, and hopefully both kinds are obtained.

DISCUSS PRELIMINARY OBJECTIVES AND MILESTONES FOR THE PLANNING PHASE OF THE PROJECT

April 14, 2012	Receive information from Dr. Law
April 14 – May 14, 2012	Create a RFP and give to town for review and advertisement
May 15 – June 15, 2012 (possibly May 22 nd)	Arrange for a walkthrough of the high school fields for potential design services/contractors
June 16, 2012	Receive and review the RFPs
June 16 – June 30, 2012	Interview and select design service or contractor

UPDATE ON OTHER BUILDING PROJECTS

A document was distributed entitled Granby Capital Projects Tracking Worksheet by Scott Kuhnly and Jim Lofink. It gave a brief update to the capital projects. The Committee reviewed the document and indicated it was a good start to tracking the projects. There was discussion about the budget on the tracking document and whether more information should be added in the future.

A conversation was held about asking certain individuals to attend their meeting to update the Committee on other capital projects on a routine basis, once a month possibly. This matter will be brought up again at a future meeting.

ASSIGN ACTION ITEMS AND SET AGENDA FOR NEXT MEETING

Assignments and agenda items are as follows:

1. Dr. Patricia Law will develop a priority list of extras for the athletic fields project, such as a storage equipment building.
2. Dr. Patricia Law will obtain feedback from the spring coaches on track preferences, placement location of the playing fields, different types of artificial turfs, and stadium seating.
3. Dr. Patricia Law will refresh the BOE summary of the athletics fields and track project for more detail specs of the project. She will contact other schools and ask for samples of RFPs to bring to the next meeting.

4. Chairman Durej will review the past survey completed by GAFLAC for any useful information that can be used in this project. The Park and Recreation Department completed a survey recently and will check it too.
5. Scott Kuhnly will contact Town Manager Smith to attend a meeting with James Klase, if appropriate, to discuss the other building projects and the Committee's role.
6. Dr. Law will provide an update for the high school electronics lab project.

ADJOURNMENT

The next regular meeting is scheduled for April 17, 2012 at 7:00 p.m. in the Police Department Community Room.

ON A MOTION by Scott Kuhnly, seconded by Ben Perron, the Committee voted (5-0-0) to adjourn the meeting at 9:04 p.m.

Respectfully submitted,

Patricia I. Chieski
Recording Secretary